

**RESOLUTION 2021-01-CC**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE,  
CALIFORNIA, AMENDING ADMINISTRATIVE REGULATION 206,  
CONTRACTING PROFESSIONAL SERVICES, AUTHORIZING THE  
CITY MANAGER TO APPROVE AND EXECUTE CONTRACTS FOR  
PROFESSIONAL OR OTHER SERVICES, WITH A VALUE OF \$50,000 OR LESS,  
TO AVOID SERVICE AND PROJECT DELAYS**

**WHEREAS**, South Gate Municipal Code Section 1.54.350 (Procedures for Professional and Other Services), of Chapter 1.54 (Purchasing System and Bidding Rules), of Title 1 (Administration and Personnel), directs the City Manager to prepare an administrative instruction setting forth the procedures to be followed by all City departments in contracting for professional and other services, which procedures shall be approved by the City Council;

**WHEREAS**, effective March 29, 2007, the City Council approved Administrative Regulation 206, Contracting Professional Services, establishing procedures for the City Manager to approve contracts for professional or other services, with less than a Fifty Thousand Dollar (\$50,000) value, without City Council approval; and

**WHEREAS**, the City desires to amend Administrative Regulation 206 to clarify the authority of the City Manager to also approve and execute contracts for professional or other services with a value of Fifty Thousand Dollar (\$50,000) or less for the South Gate Housing Authority, the South Gate Public Access Corporation, the South Gate Public Finance Authority and the South Gate Utility Authority, without City Council approval, to avoid service and project delays, provided said contracts do not exceed Fifty Thousand Dollars (\$50,000) each.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council does hereby declare that the above recitals are true and correct and are incorporated herein by this reference.

**SECTION 2.** The City Council does hereby acknowledge the necessity for the City Manager to approve and execute contracts for professional or other services with a value of Fifty Thousand Dollar (\$50,000) or less for the City Council, the South Gate Housing Authority, the South Gate Public Access Corporation, the South Gate Public Finance Authority and the South Gate Utility Authority, without City Council approval, to avoid service and project delays, provided said contracts do not exceed Fifty Thousand Dollars (\$50,000) each.


**SECTION 3.** The City Council does hereby amend Administrative Regulation 206 and approves an amended Administrative Regulation 206, Contracts for Professional or Other Services, attached hereto as Exhibit "A."

**SECTION 4.** The City Council does hereby direct that any contract for services expecting to exceed Fifty Thousand Dollars (\$50,000) in value be submitted to the City Council for consideration and approval.

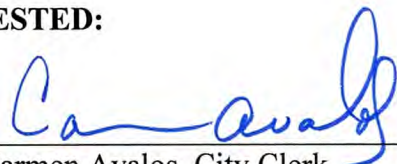
**SECTION 5.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** on this 12<sup>th</sup> day of **January 2021**.


**CITY OF SOUTH GATE:**

By:   
\_\_\_\_\_  
Maria Davila, Mayor

**ATTESTED:**

By:   
\_\_\_\_\_  
Carmen Avalos, City Clerk  
(SEAL)

**APPROVED AS TO FORM:**

By:   
\_\_\_\_\_  
Raul F. Salinas, City Attorney



## Exhibit "A"

# CITY OF SOUTH GATE

Effective: March 29, 2007  
Amended: January 12, 2021

Administrative Regulation 206

## ADMINISTRATIVE REGULATION

### CONTRACTS FOR PROFESSIONAL OR OTHER SERVICES

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#### I. PURPOSE.

South Gate Municipal Code Section 1.54.350 (Procedures for Professional and Other Services) directs the City Manager to prepare an administrative instruction setting forth the procedures to be followed by all City departments in contracting for professional or other services, which procedures shall be approved by the City Council.

This Administrative Regulation applies to all contracts for professional or other services, except for public works projects governed by the State Public Contract Code. Such projects are outside the scope of this Administrative Regulation.

#### II. GUIDELINES.

- A. Necessity of City Council, South Gate Housing Authority, South Gate Public Access Corporation, South Gate Public Finance Authority and South Gate Utility Authority approval.

The City Manager, without City Council, South Gate Housing Authority, South Gate Public Access Corporation, South Gate Public Finance Authority or South Gate Utility Authority approval, may approve and execute contracts for professional or other services with a value of Fifty Thousand Dollar (\$50,000) or less to avoid service and project delays, provided said contracts do not exceed Fifty Thousand Dollars (\$50,000) in the aggregate. A purchase order with a detailed scope of work may be utilized to contract for services.

Any contract for professional or other services expecting to exceed Fifty Thousand Dollars (\$50,000) in value shall be submitted to the City Council, South Gate Housing Authority, South Gate Public Access Corporation, South Gate Public Finance Authority or South Gate Utility Authority for consideration and approval.

- B. Process for Selection.

1. Anticipated fees of Ten Thousand Dollars (\$10,000) or less.

Contracts for professional or other services with an anticipated fee of Ten Thousand Dollars (\$10,000) or less may be awarded by the originating Department Director without the need for an RFP process but such award is subject to the limitation that the services must be:

- a) provided by a qualified firm;
- b) at a fair and reasonable cost;
- c) within the available budget; and
- d) subject to approval by the City Manager.

The originating department may maintain and utilize a pre-qualified list of service providers for professional or other services having an anticipated fee of Ten Thousand Dollars (\$10,000) or less.

2. Anticipated fees of more than Ten Thousand Dollars (\$10,000).

Prior to the award of a contract for professional or other services with anticipated fees of more than Ten Thousand Dollars (\$10,000) but not exceeding Fifty Thousand Dollars (\$50,000), the originating department shall invite a minimum of three (3), if available, pre-qualified service providers to submit a Statement of Qualifications (SOQ) and a proposal in response to a posted Request for Proposal (RFP). A selection board of qualified individuals appointed by the originating department may be selected to rank the firms. The ranking of firms to provide the services required will be based on a review of their qualifications statement, background checks, appropriateness of the proposed scope of work, the reasonableness of the proposed fee and an oral interview, as may be appropriate. The originating Department Director or his/her designee(s) shall select a service provider, based on the recommendations of the selection board. The Department Director's selected vendor will be presented to the City Manager for approval.

For projects estimated to exceed Fifty Thousand Dollars (\$50,000), the selection board may also include representatives from other City Departments, including user departments, but will otherwise follow the same process, with the exception that the award of contract for such professional or other services must be approved by the City Council, South Gate Housing Authority, South Gate Public Access Corporation, South Gate Public Finance Authority or South Gate Utility Authority.

C. Contract Modifications.

Any contracts for professional or other services requiring modifications will be subject to Section 1.54.610 (Approval of Modifications and Change Orders).

D. Prohibition of Undue Influence and Conflict of Interest.

It is expressly prohibited for any City employee or elected or appointed public official to participate in, or in any way attempt to influence, the professional contract selection process when they have a business or familial relationship with



a person or business entity seeking a contract under this section, when such relationship may unduly interfere with the public official's or City employee's ability to be objective and fair in their assessment of the person or business entity's qualifications. All such prior relationships shall be fully disclosed to the regulating Department Director and the City Manager. The City Manager may, at his/her sole discretion, use such relationship as a basis for disqualification of any service provider.

E. Sole Source or Special Circumstances.

Occasionally special circumstances arise when the selection of a particular vendor is in the best interest of the City. Examples include: emergencies, the significant specialized experience of a particular service provider, or only one known service provider (sole source) who fully meets the needs of the originating department. In these instances, the Department Director may elect to waive the RFP process for services having an anticipated fee of Fifty Thousand Dollars (\$50,000) or less. For services having an anticipated fee greater than Fifty Thousand Dollars (\$50,000), the City Council may waive the RFP process upon a recommendation of the originating department and the City Manager that the proposed waiver is in the best interests of the City.

Prepared by:

Approved by:

\_\_\_\_\_  
Jackie Acosta  
Director of Administrative Services

\_\_\_\_\_  
Chris Jeffers  
Interim City Manager

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA**            )

**COUNTY OF LOS ANGELES**    )       **SS**

**CITY OF SOUTH GATE**         )

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 2021-01-CC was adopted by the City Council at their Regular Meeting held on January 12, 2021, by the following vote:

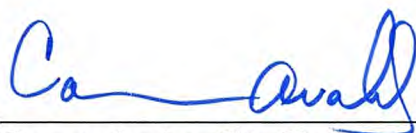
Ayes:            Council Members:    Davila, Rios, Avalos, Diaz and Hurtado

Noes:            Council Members:    None

Absent:          Council Members:    None

Abstain:         Council Members:    None

Witness my hand and the seal of said City on January 27, 2021.



\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California